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EMT-Intermediate RECERTIFICATION
For EMT Certificates Expiring April 1, 2006

BULLETIN

Dear EMT-Intermediate:

Here are the important dates to keep in mind in order for you to successfully recertify as an EMT-Intermediate. **Please read carefully:**

DECEMBER 31, 2005

You must have successfully completed **all recertification educational requirements**: a 30-hour EMT-Intermediate Refresher course (**or** a 24-hour Basic-EMT Refresher course **and** a 12-hour EMT-Intermediate Add-On Refresher) **and** 28 hours of continuing education approved at the Intermediate level.

JANUARY 31, 2006

You must have filed a complete, signed **application and non-refundable \$150.00 fee**. The application and fee must be filed together. The fee must be payable to: **Commonwealth of Massachusetts**. A personal check, bank check or money order is acceptable. Please do not send cash.

APRIL 1, 2006

Your current certification will expire on April 1, 2006. The period between January 1 and March 31 provides an opportunity to resolve any discrepancies and to process recertification materials. You may continue to work as an EMT-Basic on an ambulance until April 1, 2006.

NOTE: OEMS no longer requires that you submit a copy of your current BLS/CPR certificate. The state EMS Regulations require EMT-Intermediates have a current BLS/CPR training card to work on an ambulance, and require all EMS personnel to carry a current CPR card, along with their EMT certification card, on their person or in the EMS vehicle on which they are working.

Important Information Regarding Continuing Education!

Enclosed is a computer printout of your training record, which includes **only those courses for which OEMS received rosters prior to September 15, 2005.**

You can check your EMT continuing education credit hours on file or download a list of refresher and continuing education classes on the OEMS Website: <http://www.mass.gov/dph/oems>

For an updated printout, use the "EMT Change and Request Form", #200-45, available on our website. You may complete the form online, save it and email it to recert@dph.state.ma.us.

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About your printout...

- Completed requirements are indicated by 'YES'.
- Incomplete requirements are indicated by 'NO'.

For your convenience, we have listed every course for which you received credit. If your personal record differs from the printout, complete the enclosed Discrepancy Form and send it to OEMS. Only those courses for which OEMS received rosters prior to 9/15/2005 will appear on your printout.

There are a number of reasons why a course you attended may not appear on your printout.

- Course roster arrived at OEMS after printouts were produced and mailed;
- OEMS has not received the course roster from the instructor;
- You failed to sign a roster, therefore, no credit can be given;
- Your EMT number and/or name are unreadable on the roster;
- You have listed the incorrect EMT number on the roster;
- The course was not approved for credit by OEMS.
- Course completion certificate, grade report or other proof of completion not received by OEMS.

Before you submit a discrepancy form to OEMS, please check with the training institution or instructor. Also, be sure to check the number of hours approved for each continuing education program. Some programs are approved for fewer hours than requested.

If your discrepancy involves teaching credit, be aware of the following:

- There is a cap on teaching credit. The maximum credit allowed is 10 hours;
- Credit for teaching (or assisting with) EMT-related programs is earned at the rate of one credit for two teaching hours;
- If you teach a continuing education program, you may claim credit for either taking the course or teaching it, **not both**;
- To obtain credit for teaching CPR, you must be a Certified CPR Instructor and you must submit copies of rosters or other records documenting dates and types of courses taught;
- Co-Instructors at the same program must share credit hours.

Steps to take to resolve discrepancies:

1. Check with the training institution or instructor to be sure the roster was sent to OEMS approximately one month before 9/15/2005; and
2. Verify with the training institution or instructor the OEMS approval number and the number of hours for which the course was approved; and
3. Submit a completed Discrepancy Report form to OEMS.

REMEMBER!

- You may earn a maximum of 18 hours for M&M Rounds approved at the EMT-Intermediate level during your certification period.
- You will not receive continuing education credit for courses approved only at the EMT- Basic level and/or EMT-Paramedic level towards your EMT-Intermediate recertification.

You are responsible for keeping a record of the dates, hours, OEMS Approval Numbers, and course titles for all courses you attend.

Non-refundable fee of \$150.00 must be payable to:

COMMONWEALTH OF MASSACHUSETTS.

Personal Check, bank check or money order is acceptable. Please do not send cash.

Read and sign the recertification application. Unsigned or incomplete applications will be returned.

INCLUDE YOUR EMT NUMBER ON EVERYTHING YOU SEND TO OEMS
NO FAXES, PLEASE

Visit our website: www.mass.gov/dph/oems